

# Pocket Guide to Managing Contraceptive Supplies



**DEPARTMENT OF HEALTH & HUMAN SERVICES**  
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## PREFACE

The *Pocket Guide to Managing Contraceptive Supplies* addresses one of the most important components of any program that provides family planning services—the logistics system that manages the delivery, quality, and storage of contraceptive supplies. These supplies are essential; without them, family planning services cannot be provided.

This guide is for the staff of family planning or health clinics who manage contraceptive supplies and for the supervisor who oversees these logistics activities. This booklet is not a complete logistics text; its purpose is to be a quick reference for logistics formulas and principles to help you manage your supplies (both contraceptives and other commodities) correctly and efficiently.

Part I of this Pocket Guide is a reference for staff in clinics and warehouses and for their supervisors. It explains the basic principles of logistics, how to keep appropriate levels of contraceptive supplies on hand, good warehouse practices to follow, how to use logistics data, and common logistics problems and their solutions.

Part II is for supervisors. It discusses the principles of supervision and contains a questionnaire for supervisors to use during supervisory visits to assess logistics activities. Clinic staff can also use the questionnaire to informally evaluate their logistics system.

If you would like a complete textbook on how to manage contraceptive supplies, you can obtain a free copy of the *Family Planning Logistics Guidelines* by contacting:

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Additional copies of this Pocket Guide can also be obtained from this address.

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## Acknowledgments

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